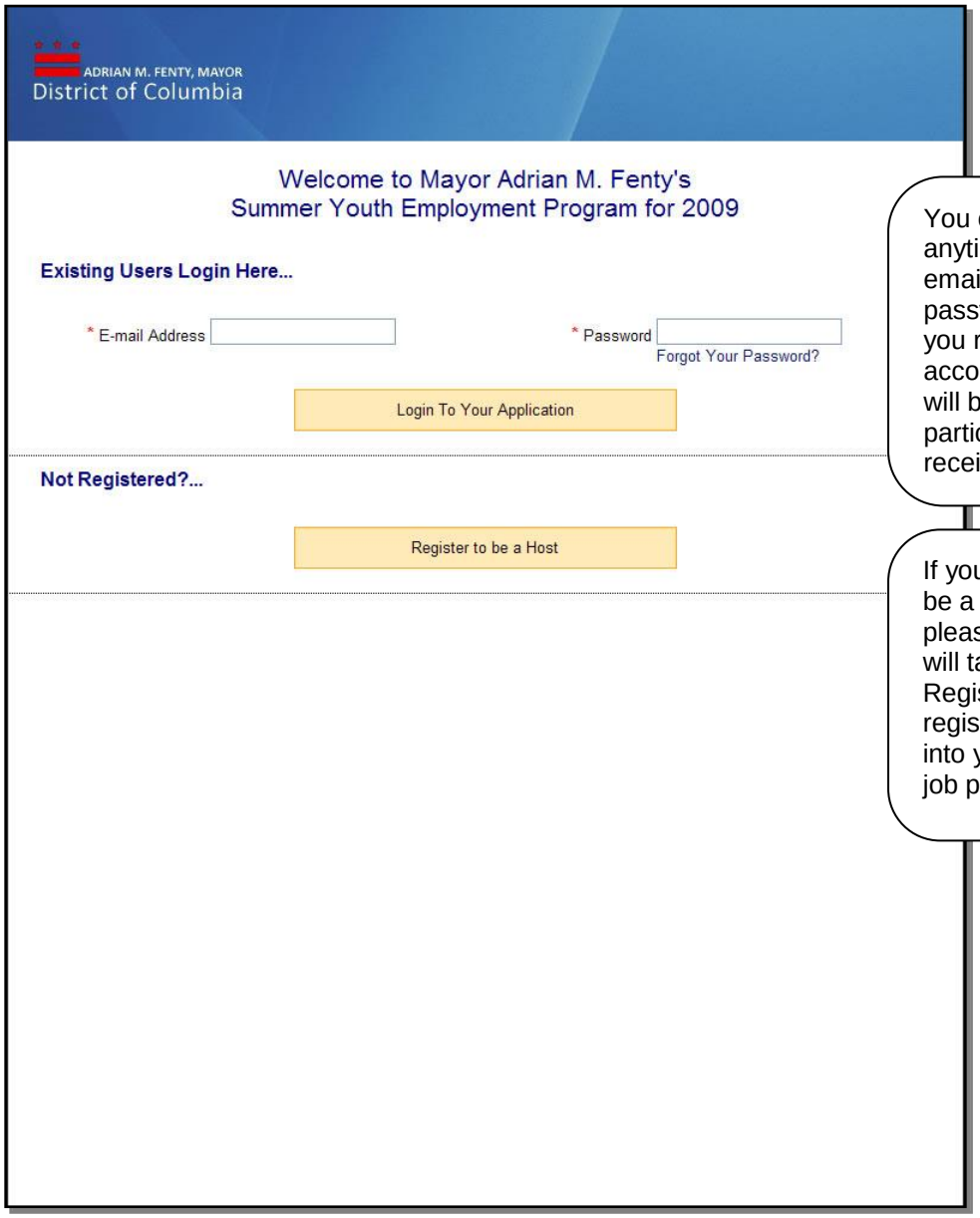
Employer/Host Login Screen

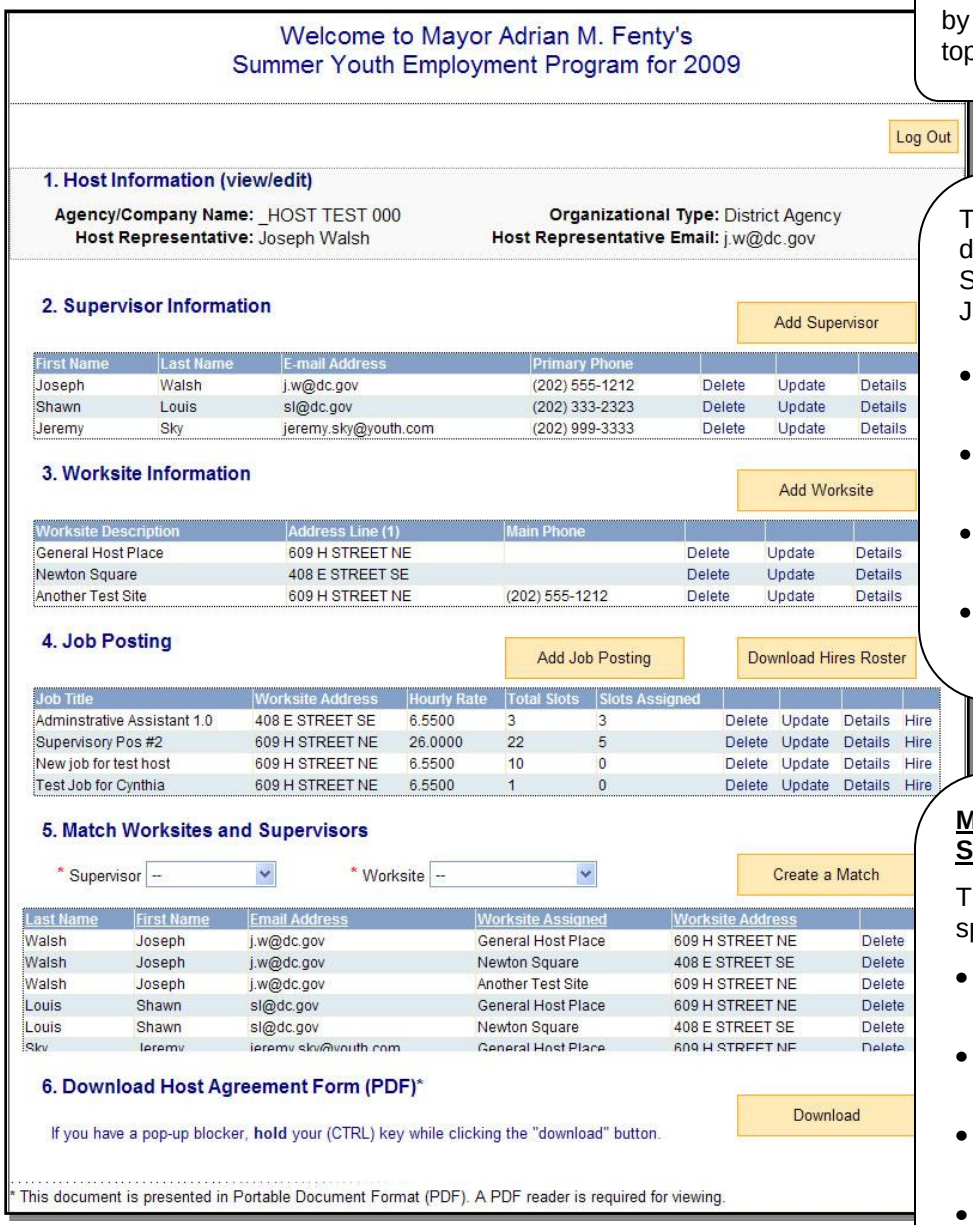


You can login here at anytime, by using the same email address and password you entered when you registered, to edit your account information. You will be able to select participants after you receive a confirmation

If you have not registered to be a Host for SYEP 2009, please select this button. It will take you directly to our Registration page. You must register before you can log into your account and select job preferences.

Example of Employer/Host Home Screen

You can log out at any point by selecting **"Log Out"** in the top right corner.



Welcome to Mayor Adrian M. Fenty's
Summer Youth Employment Program for 2009

Log Out

1. Host Information (view/edit)

Agency/Company Name: _HOST TEST 000 **Organizational Type:** District Agency
Host Representative: Joseph Walsh **Host Representative Email:** j.w@dc.gov

2. Supervisor Information — Add Supervisor

First Name	Last Name	E-mail Address	Primary Phone			
Joseph	Walsh	j.w@dc.gov	(202) 555-1212	Delete	Update	Details
Shawn	Louis	sl@dc.gov	(202) 333-2323	Delete	Update	Details
Jeremy	Sky	jeremy.sky@youth.com	(202) 999-3333	Delete	Update	Details

3. Worksite Information — Add Worksite

Worksite Description	Address Line (1)	Main Phone			
General Host Place	609 H STREET NE		Delete	Update	Details
Newton Square	408 E STREET SE		Delete	Update	Details
Another Test Site	609 H STREET NE	(202) 555-1212	Delete	Update	Details

4. Job Posting — Add Job Posting — Download Hires Roster

Job Title	Worksite Address	Hourly Rate	Total Slots	Slots Assigned				
Adminstrative Assistant 1.0	408 E STREET SE	6.5500	3	3	Delete	Update	Details	Hire
Supervisory Pos #2	609 H STREET NE	26.0000	22	5	Delete	Update	Details	Hire
New job for test host	609 H STREET NE	6.5500	10	0	Delete	Update	Details	Hire
Test Job for Cynthia	609 H STREET NE	6.5500	1	0	Delete	Update	Details	Hire

5. Match Worksites and Supervisors

* Supervisor -- * Worksite -- Create a Match

Last Name	First Name	Email Address	Worksite Assigned	Worksite Address	
Walsh	Joseph	j.w@dc.gov	General Host Place	609 H STREET NE	Delete
Walsh	Joseph	j.w@dc.gov	Newton Square	408 E STREET SE	Delete
Walsh	Joseph	j.w@dc.gov	Another Test Site	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	General Host Place	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	Newton Square	408 E STREET SE	Delete
Sky	Jeremy	jeremy.sky@youth.com	General Host Place	609 H STREET NE	Delete

6. Download Host Agreement Form (PDF)*

If you have a pop-up blocker, **hold** your (CTRL) key while clicking the "download" button. — Download

* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.

The Host Home screen will display a list of the Supervisors, Worksites, and Job Postings added.

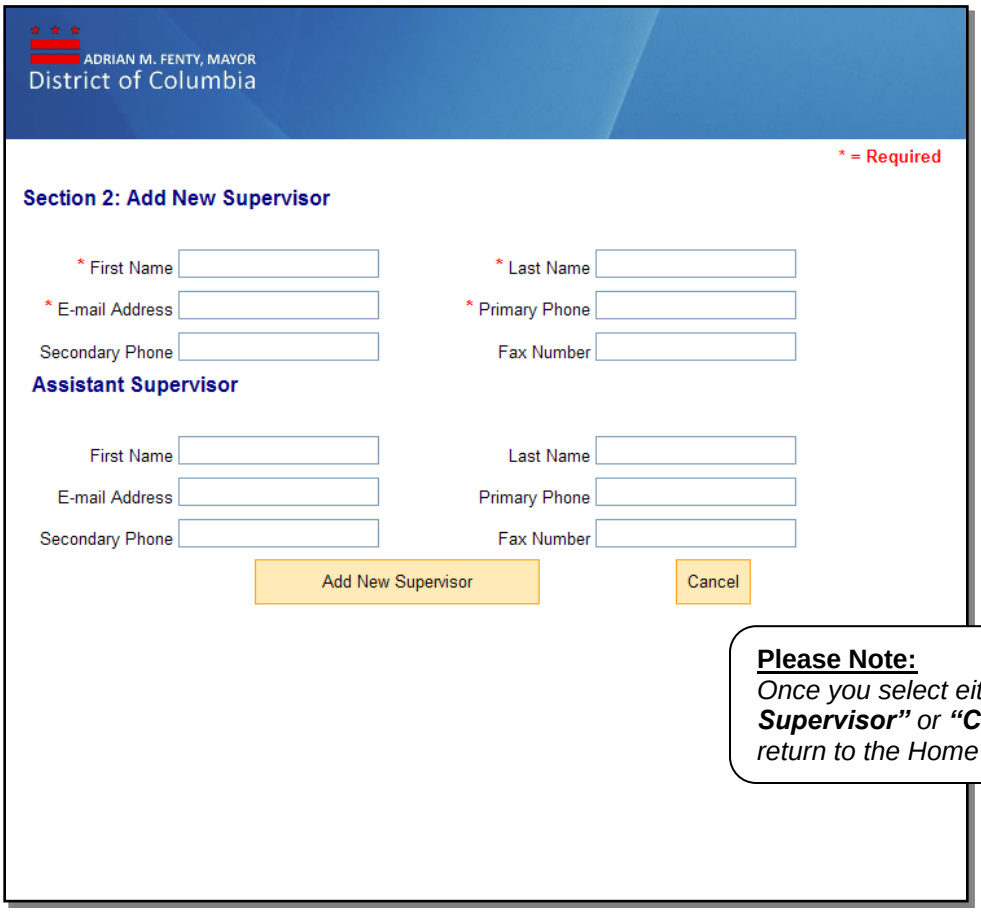
- Select the **Add** buttons, to add a new item.
- Select **Delete** to remove an item,
- Select **Update** to modify an item,
- Select **Details** to view information about an item.

Match Worksite and Supervisors

To match a supervisor to a specific worksite:

- Select a **"Supervisor"** from the drop-down list,
- Select a **"Worksite"** from the drop-down list,
- then select the **"Create a Match"** button,
- The supervisor/worksite combination you create will be displayed in the list below.

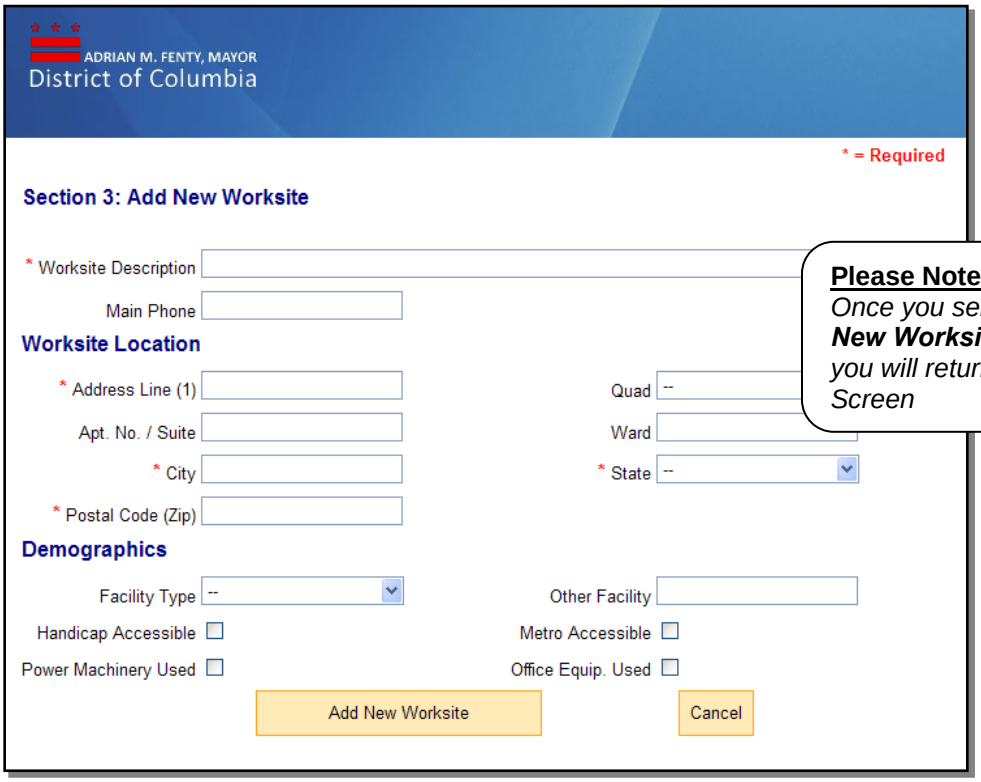
Add New Supervisor Screen



Please Note:
*Once you select either **"Add New Supervisor"** or **"Cancel,"** you will return to the Home Screen*

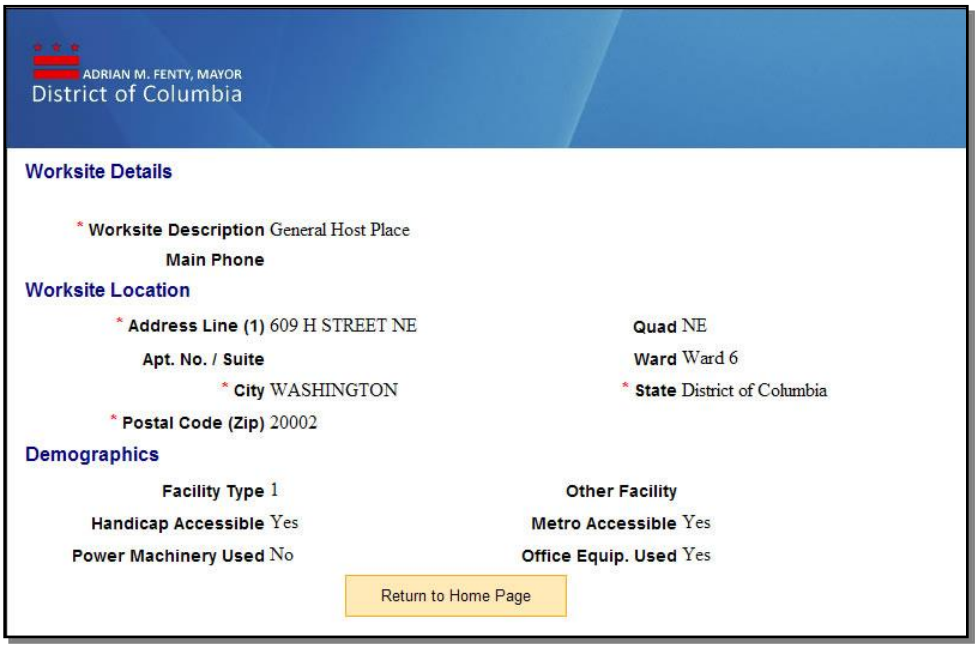
Example of Supervisor Details Screen

Add New Worksite Screen

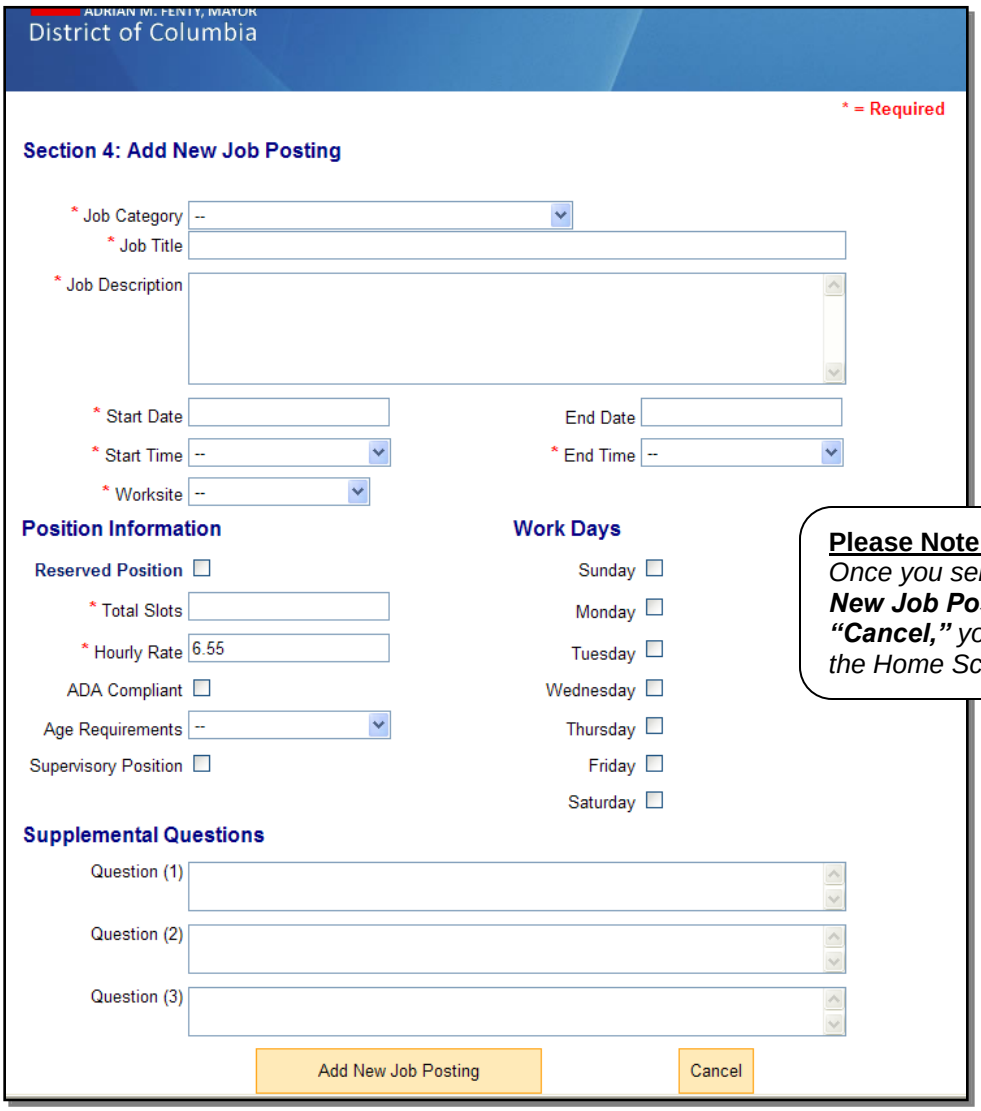


Please Note:
*Once you select either **"Add New Worksite"** or **"Cancel,"** you will return to the Home Screen*

Example of Worksite Details Screen



Add New Job Posting Screen



Please Note:
*Once you select either **"Add New Job Posting"** or **"Cancel,"** you will return to the Home Screen*

Example of Job Posting Details Screen

****NOTE:** Once a youth has applied for a job—you will not be able to update the job posting

Worksite Description	Address Line (1)	Main Phone			
General Host Place	609 H STREET NE		Delete	Update	Details
Newton Square	408 E STREET SE		Delete	Update	Details
Another Test Site	609 H STREET NE	(202) 555-1212	Delete	Update	Details

4. Job Posting

Add Job Posting | Download Hires Roaster

Job Title	Worksite Address	Hourly Rate	Total Slots	Slots Assigned				
Adminstrative Assistant 1.0	408 E STREET SE	6.5500	3	3	Delete	Update	Details	Hire
Supervisory Pos #2	609 H				Delete	Update	Details	Hire
New job for test host	609 H				Delete	Update	Details	Hire

Microsoft Internet Explorer

You can not update a job which has youth assigned to it!

OK

5. Match Worksites and Sup

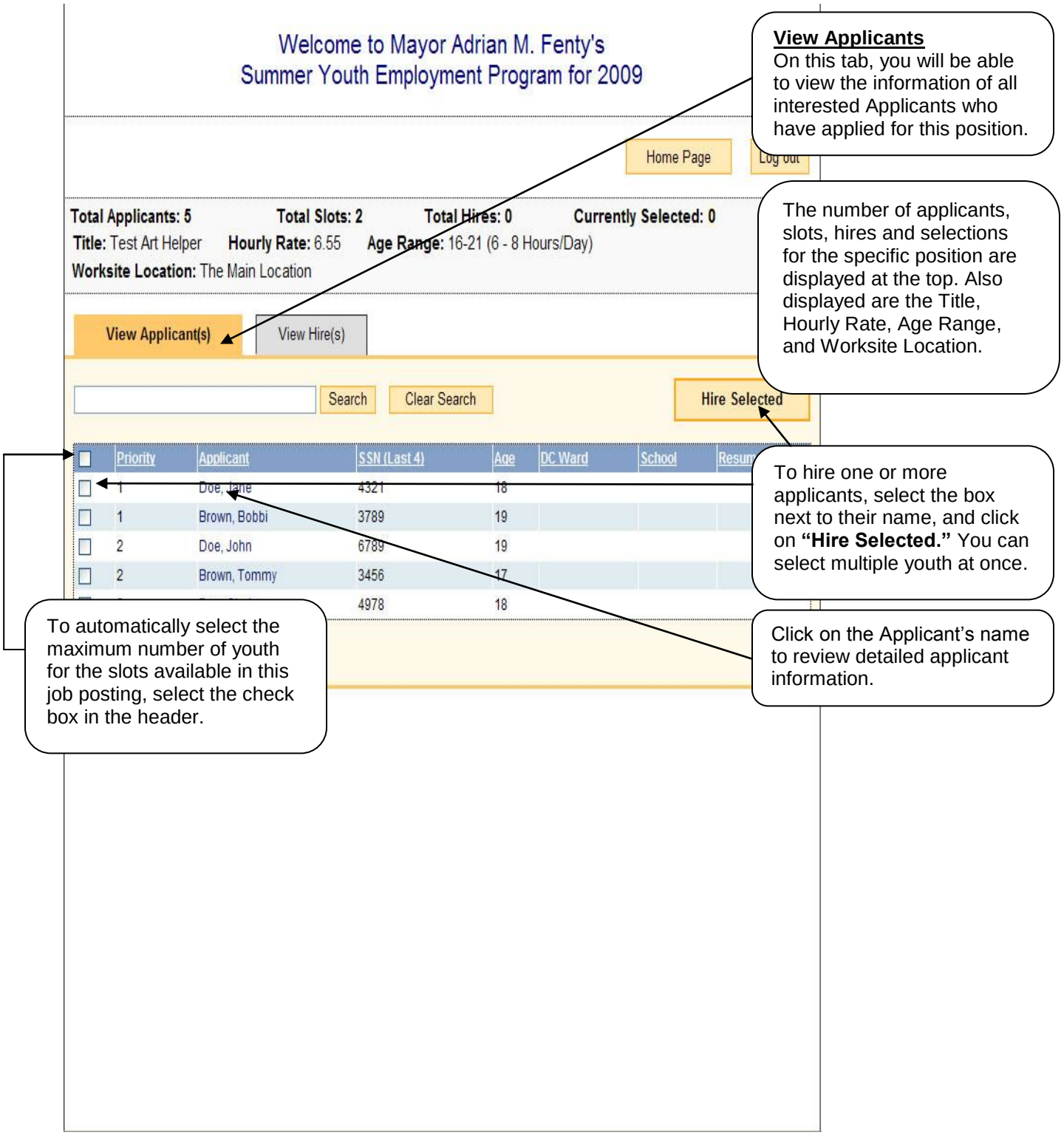
* Supervisor --

Create a Match

Last Name	First Name	Email Address	Worksite Assigned	Worksite Address	
Walsh	Joseph	j.w@dc.gov	General Host Place	609 H STREET NE	Delete
Walsh	Joseph	j.w@dc.gov	Another Test Site	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	General Host Place	609 H STREET NE	Delete
Louis	Shawn	sl@dc.gov	Newton Square	408 E STREET SE	Delete
Skv	Jeremy	jeremy.skv@youth.com	General Host Place	609 H STREET NE	Delete

Selecting Applicants

NOTE: You will be able to select applicants after you receive a Confirmation Email.



View Applicants
On this tab, you will be able to view the information of all interested Applicants who have applied for this position.

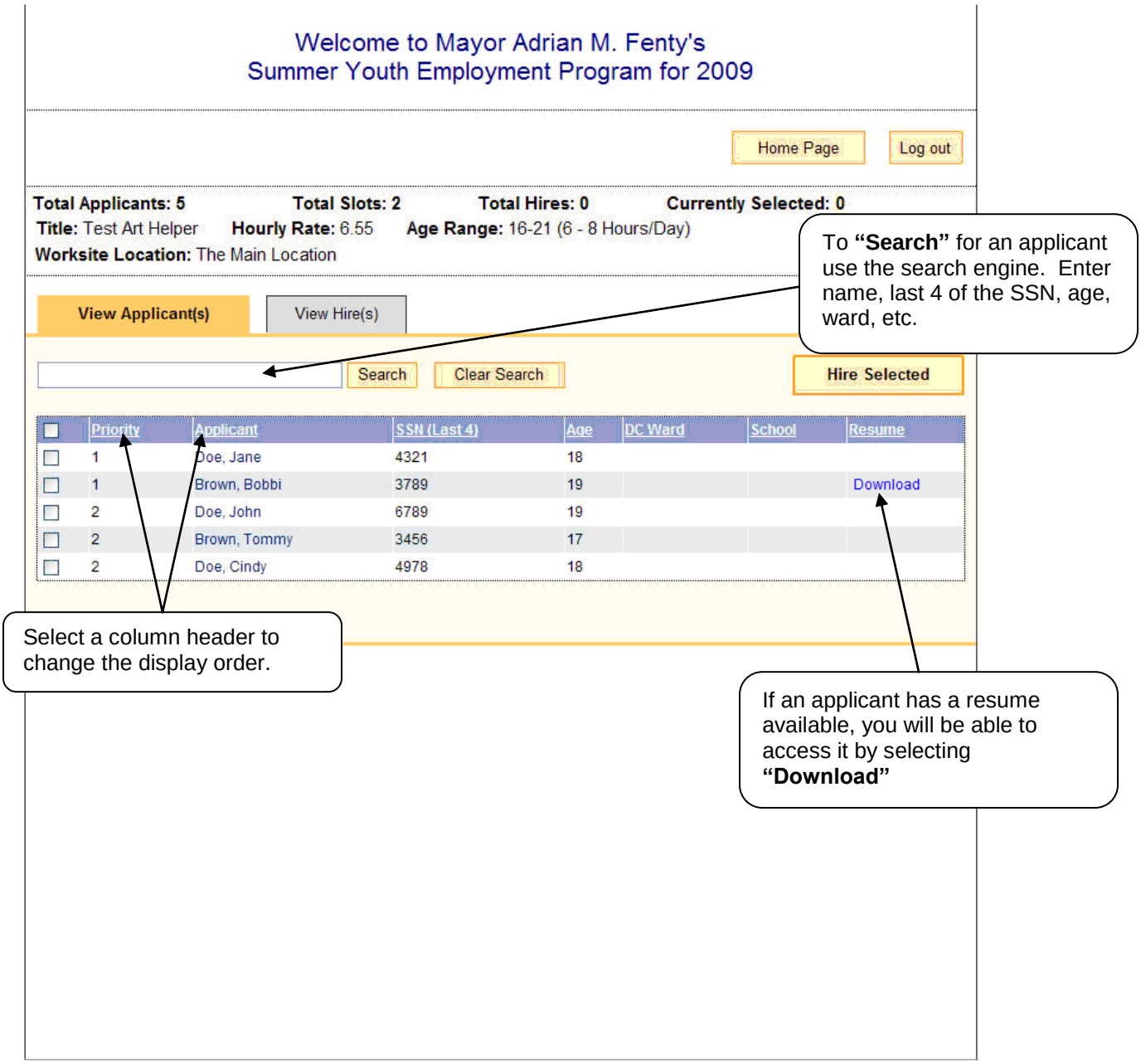
The number of applicants, slots, hires and selections for the specific position are displayed at the top. Also displayed are the Title, Hourly Rate, Age Range, and Worksite Location.

To hire one or more applicants, select the box next to their name, and click on **"Hire Selected."** You can select multiple youth at once.

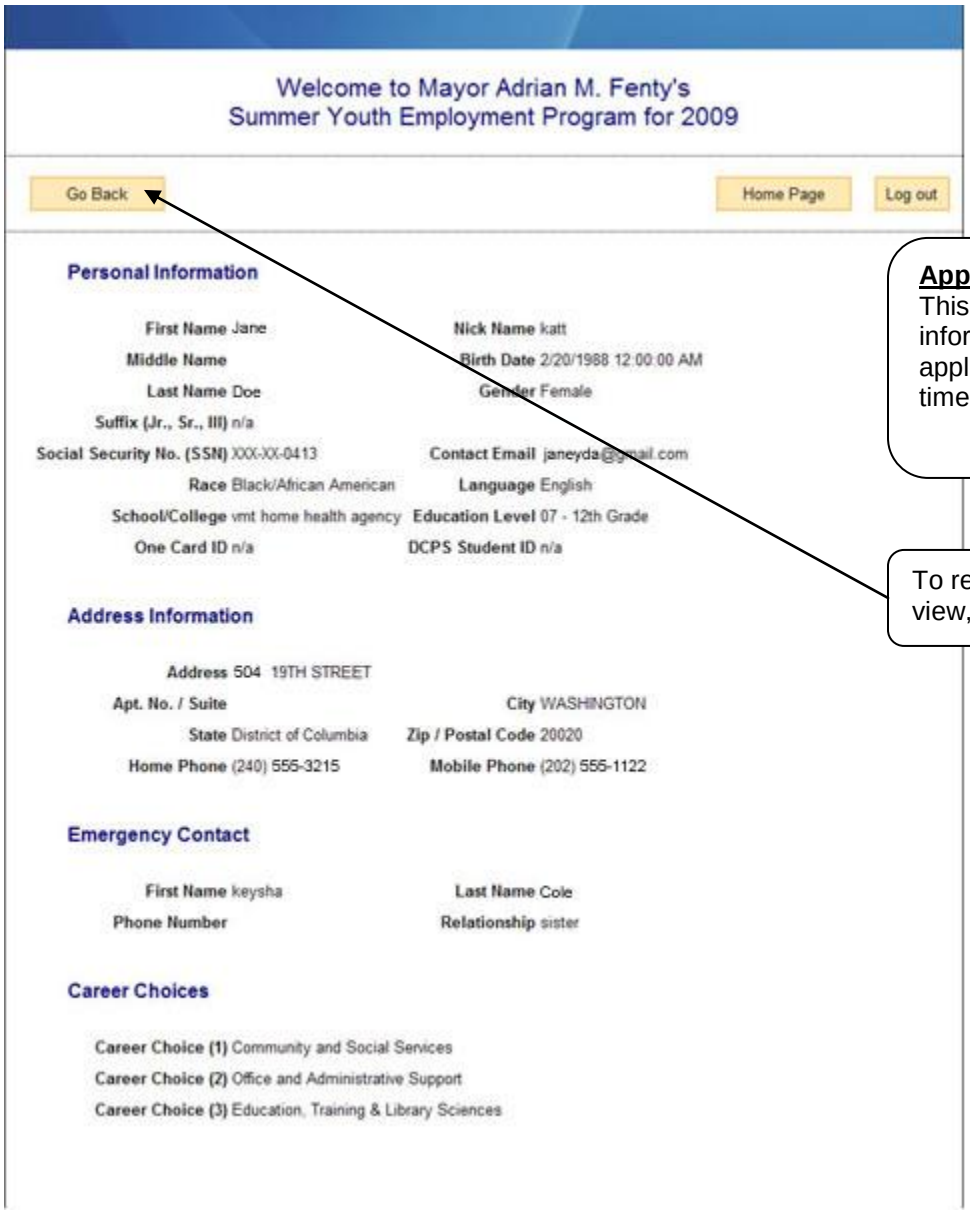
Click on the Applicant's name to review detailed applicant information.

To automatically select the maximum number of youth for the slots available in this job posting, select the check box in the header.

Selecting Applicants



Applicant Detail Information



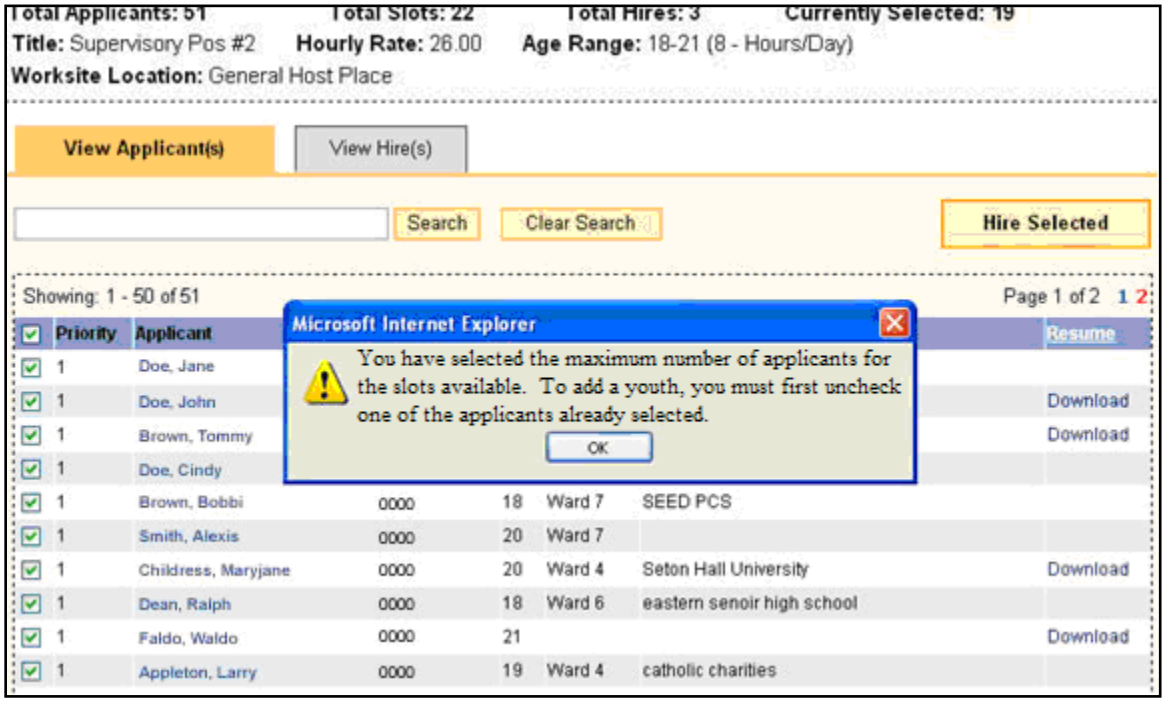
Applicant Information
This page displays all the information that each applicant submitted at the time of registration.

To return to the Applicant/Hire view, select **"Go Back."**

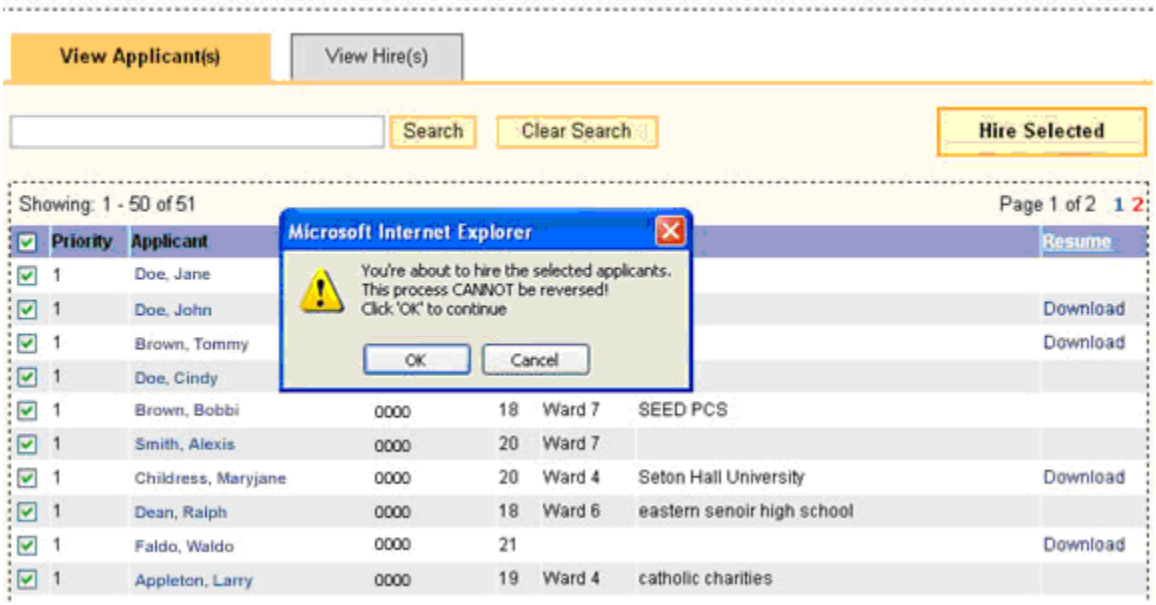
Employer/Host Messages

Please see below for the explanation behind some of the messages you may receive when selecting your applicants.

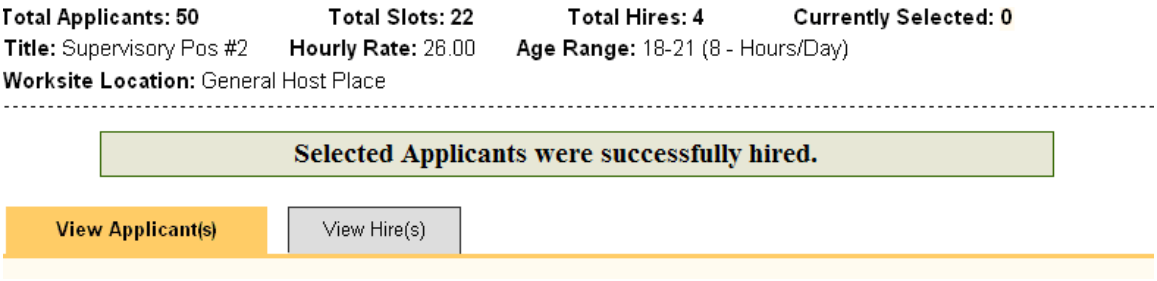
1. If the job posting has 20 open slots for the position, and 30 students have applied, **"Select All"** button will select the first 20 applicants in the table---the message below:



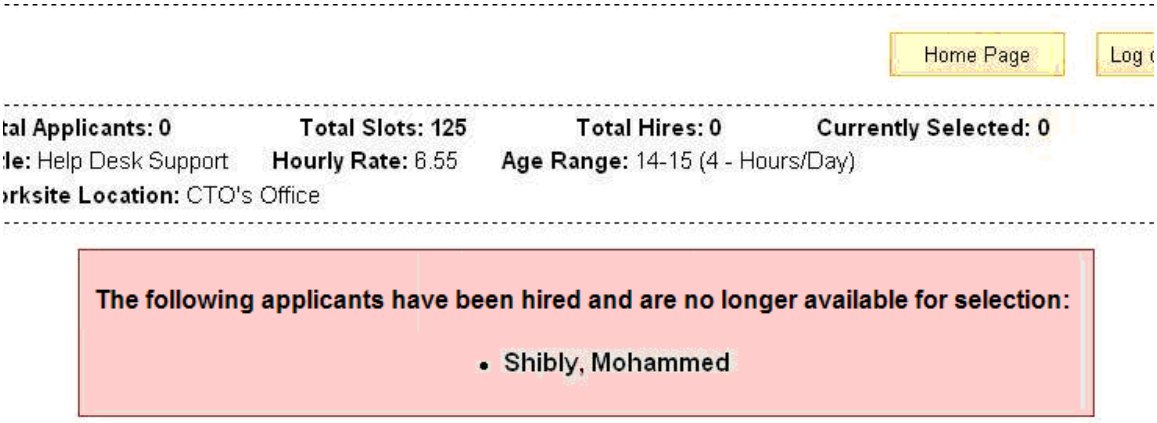
2. When you click on the **"Hire Selected"** button at anytime, you will get a warning message:



3. Message after the hiring of an applicant:



4. When two (2) hosts try to hire the same candidate within one second of each other, the following message will appear:

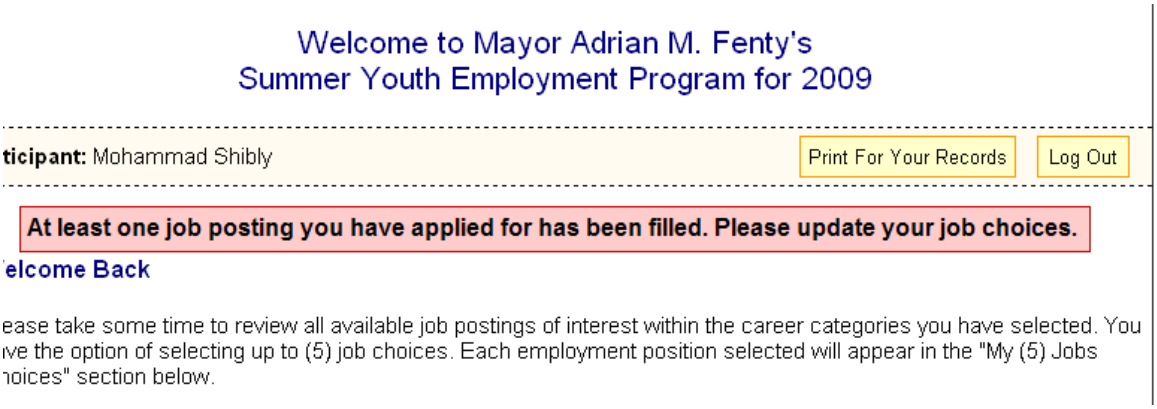


5. Once you have filled a job position, we lock it for editing and display the following message:

Messages to Applicants

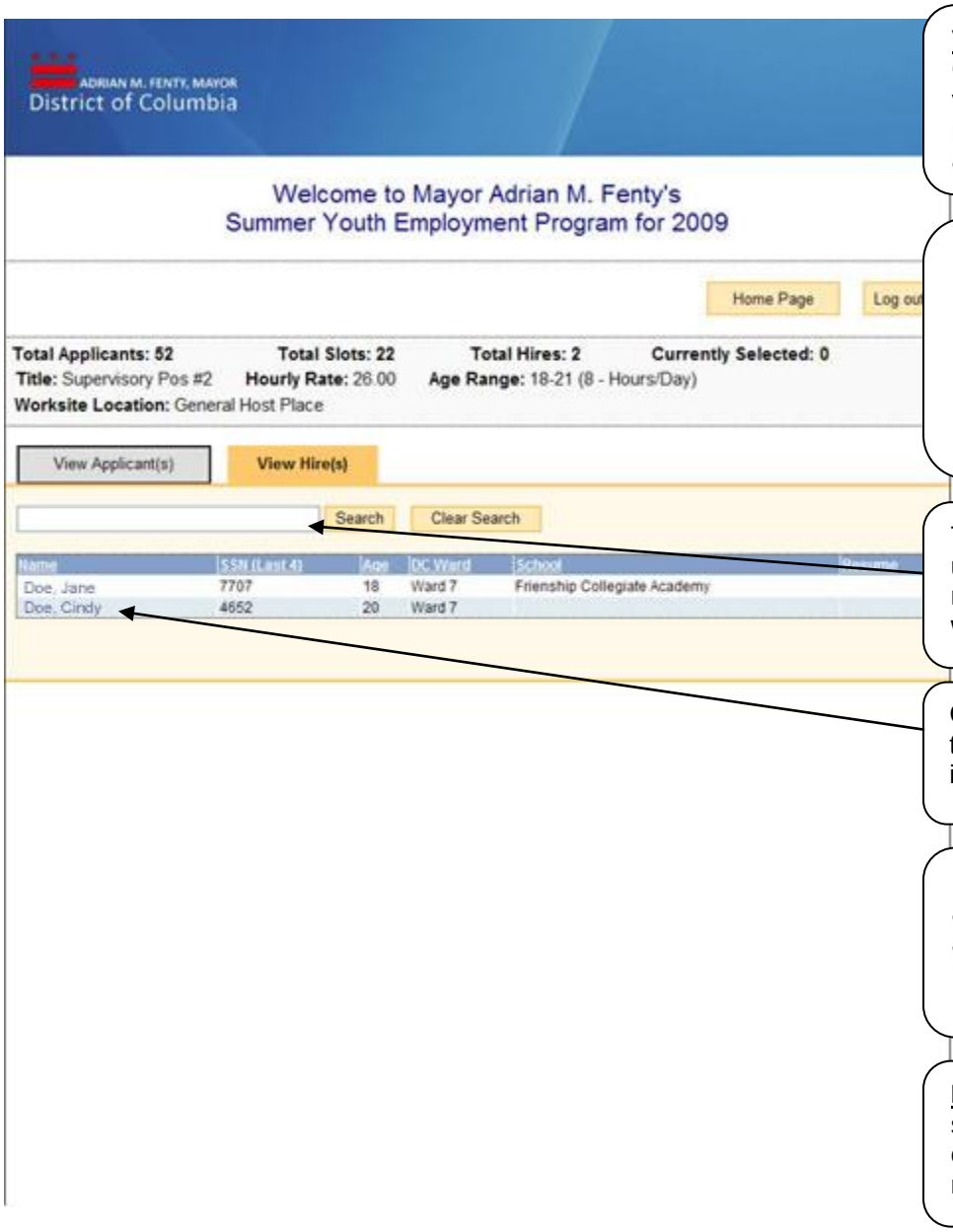
Please see below for the messages an applicant will receive.

1. **If a job position has been filled:** When the youth logins to the job selection page and one of their selected jobs has been removed from their list, they will receive a message saying, “At least one job posting you have applied for has been filled. Please update your job choices.” They will still be able to search and apply for up to five jobs.



2. **When a youth is hired:** Once a youth has been selected for a job position, they will be notified with a message of congratulations on their job search page and by email informing them of their selection.

View Hires



<u>View Hire(s)</u>
On this tab, you will be able to view information for participants you have hired for a worksite.

The number of youth who have applied for the job, total slots, total hires, and current number of selections are displayed at the top. Also shown are the Title, Hourly Rate, Age Range and

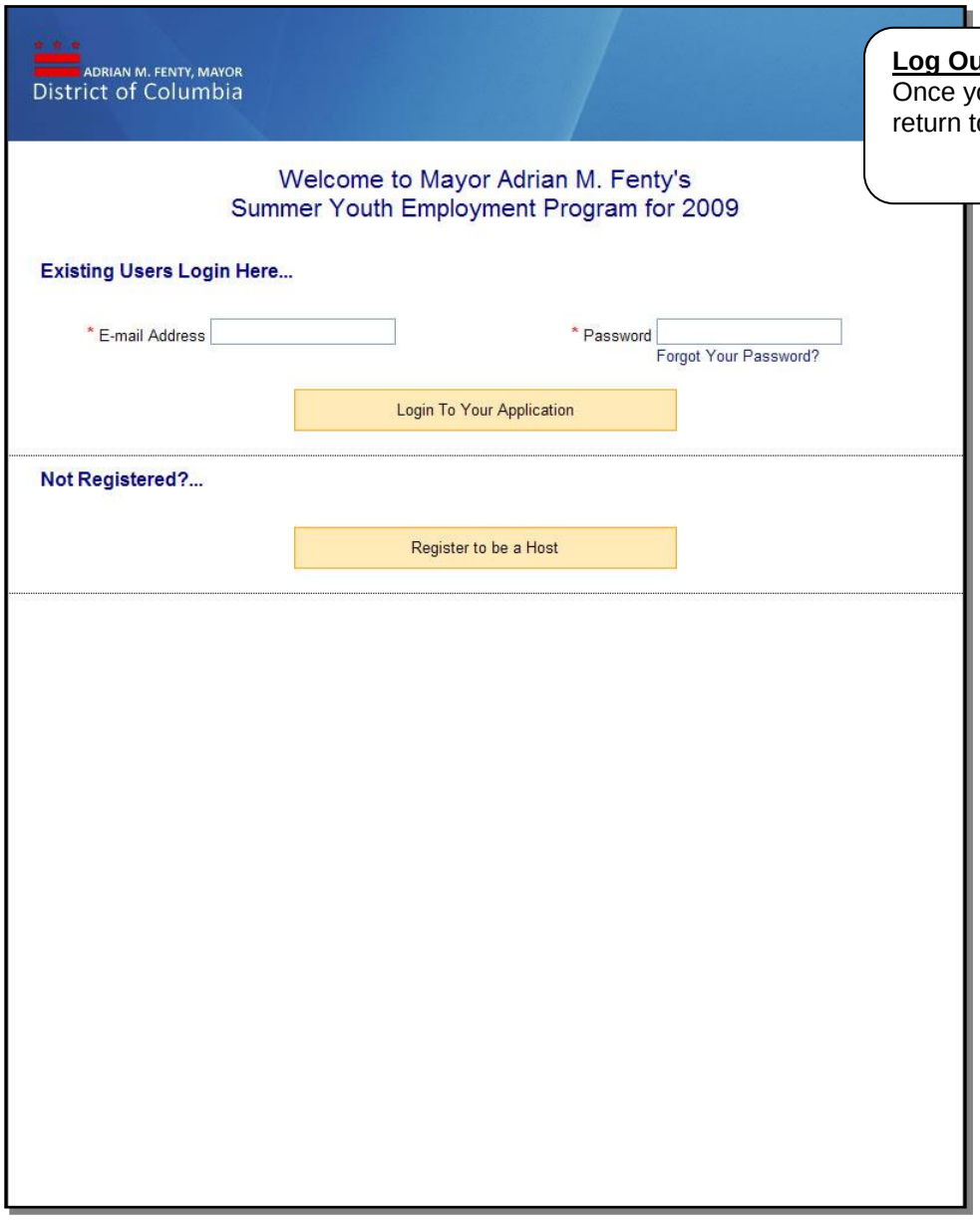
To **"Search"** for an applicant use the search engine. Enter name, last 4 of the SSN, age, ward, etc.

Click on the Applicant's name to review detailed applicant information.

If an applicant has a resume available, you will be able to access it by selecting **"Download"** under the Resume column.

<u>Please Note:</u> Once you have selected a participant, you cannot remove them from your roster.

Log Out



Log Out
Once you **Log Out**, you will return to the Login Screen.